

Position Description



holmesglen



Senior Payroll Officer

Portfolio/Faculty	Chief Financial Officer
Department/Workgroup	Finance Department
Position No.	XXXXX
Reports to:	Payroll Manager
Classification	PACCT Worker Level 5 (PW5)
Direct reports:	Not Applicable
Date:	January, 2025

Portfolio/Faculty Overview

The Chief Financial Officer (CFO) portfolio provides critical financial leadership to the Institute. The portfolio is responsible for creating and executing the financial strategy of the Institute. The CFO portfolio is responsible for managing the accounting, budgeting and asset management functions.

Department/Workgroup

The Finance Department at Holmesglen manages the payroll, accounts payable and receivable, fixed asset and financial accounting for the Institute. The team is dedicated in providing strong financial management with excellent client service.

About the Role

The Senior Payroll Officer plays a key role in the delivery of the payroll function. This role is required to ensure all Institute staff are paid accurately. This includes assisting the Payroll Manager to meet fortnightly deadlines and ensure Institute staff are correctly paid on scheduled paydays.

Key Accountabilities

- 1 Ensure the accurate payment of salaries to all Institute staff. This includes ensuring staff salary payments are in compliance with relevant awards and Enterprise Bargaining Agreements (EBAs).
- 2 Assist the Payroll Manager in meeting fortnightly deadlines and ensure Institute staff are paid on scheduled paydays.
- 3 Prepare payroll reports and spreadsheets for management, ensuring reports are accurate and provided in a timely manner.
- 4 Prepare, check and pay staff reimbursements and travel expense claims, ensuring payments are made accurately and in accordance with the required timelines.

- 5 Reconcile employee pay and superannuation records. This includes posting journals and ensuring accurate records are maintained.
- 6 Calculate, code and key in casual timesheets into payroll system and ensure they are accurate and approved by the relevant cost centre manager.
- 7 Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
- 8 Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
- 9 Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards to ensure that departmental operations comply with Occupational Health and Safety legislation.

Key Selection Criteria

- 1 Prior experience in payroll operations in a large organisation. This includes experience in applying payroll processes and procedures to ensure the accurate and timely payment of staff.
- 2 Experience interpreting and applying complex Enterprise Bargaining Agreements (EBAs) to ensure accurate payments, and the ability to interpret complex data, such as analysing large datasets and providing recommendations to management.
- 3 Strong communication and negotiation skills, with a demonstrated ability to liaise with stakeholders at all levels.
- 4 Proven ability to manage tasks independently and work collaboratively within a team environment.
- 5 Effective time management and organisational skills, with a demonstrated ability to work under pressure and meet deadlines.
- 6 Demonstrated knowledge of the MS Office products and database management software and experience using TechOne or the ADP payroll system would be an advantage.

Qualifications

Mandatory

- Relevant Degree and relevant experience; or lesser formal qualifications with substantial experience.

Knowledge

- A functional knowledge of payroll processes and procedures, and automated payroll systems and/or database management.
- Knowledge of basic accounting principles.
- Strong knowledge of Enterprise Bargaining Agreements (EBA) and taxation requirements.
- Knowledge of the vocational and higher education sector.

Skills and Experience

- Demonstrated experience in the operation of a payroll function, and applying best practice payroll processes and procedures. Ability to use initiative, problem solve and recommend appropriate solutions to identified issues.
- Well-developed interpersonal and communication skills, and in a financial context, a demonstrated ability to relate professionally to both internal and external clients.
- Time management skills, including the ability to meet deadlines, achieve goals and to work concurrently on and prioritise multiple tasks and work schedules.
- Competence in the use of MS Office products, internet-based applications, and database management software. The ability to develop and maintain Excel spreadsheets.
- Previous experience using TechOne or the ADP payroll system (highly desirable).

Other Relevant Information

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check and National Police Records check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.

About Holmesglen – Who we are

Holmesglen is a leading Australian provider of vocational and higher education and one of the largest government-owned TAFEs in the state of Victoria. With 40 years' experience and more than 140,000 graduates, we are TAFE at its best by transforming lives, building workforce capability and enriching communities through education and training.

We are a leader in education, training and applied research, renowned for its innovation and its commitment to learner and industry success. We offer industry training, certificate, diploma, and degree programs across six locations and seven campuses.

Locations include Chadstone, Drummond Street, City, Moorabbin, North Melbourne, Glen Waverley and Eildon.

As a multi-award-winning institute, you can learn more and do more at Holmesglen. holmesglen.edu.au

**We uphold our
ASPIRE values**



AMBITION



SCHOLARSHIP



PASSION



INTEGRITY



RESPECT



EXCELLENCE